

## DIRECT LOAN SETUP OVERVIEW AND CONTACT INFORMATION

MAY 2010

Effective July 1, 2010, authorized personnel at eligible schools located outside the United States (commonly referred to as foreign schools) will use functionality within the U.S. Department of Education's (the Department's) Common Origination and Disbursement (COD) System to process William D. Ford Federal Direct Loan (Direct Loan) Program loans for eligible U.S. students who attend their schools. Before a foreign school may begin participating in the Direct Loan Program, it must agree to participate by signing an addendum to its current Program Participation Agreement (Participation Addendum), request COD System and Web site access, and complete funding-related actions.

**Where should you start?** The Foreign School Direct Loan Setup area of the Foreign School Information page includes the instructions and materials your school will need to complete all Direct Loan setup actions. The documents posted in this area are presented in the order in which the actions should be completed. We encourage you to first review all posted documents. Doing so will provide a complete picture of what your school must do. The documents are as follows:

- Overview and Contact Information; Cover Sheet for Enrollment Packet
- Instructions for Participation Addendum; Participation Addendum
- Instructions for COD System Access; Federal Student Aid User Statement; Request Letter Templates
- Instructions for Funding Setup; SF 1199A Form Mockup

**What do you need to submit?** In short, your school will complete and submit Direct Loan enrollment information in two major steps.

- **Step One** – Complete and submit a Direct Loan enrollment packet that includes two sets of the Participation Addendum signed by your school's Chief Executive Officer and one set of your school's COD System Access Request Letters now.

This step should be completed as soon as possible. If your school will award and disburse Direct Loans in July 2010, please complete this step no later than May 31, 2010.

- **Step Two** – Initiate funding setup actions immediately, and plan to separately submit the required funding form and cover letter once all actions have been completed.

This step should be completed as soon as possible.

**Where do you need to send the information?** Your school will submit a cover sheet and all materials by express courier to the Department at the following address:

U.S. Department of Education  
Federal Student Aid  
School Eligibility Channel  
Foreign Schools Team – Direct Loan Transition  
Union Center Plaza  
830 First Street NE  
Room 73C3  
Washington, DC 20002-5340

**Who can you contact for help?** If you have questions or need assistance as you complete the Direct Loan setup actions, e-mail the Department's specialized Direct Loan enrollment team at [foreignschoolenrollment\\_fsa@ed.gov](mailto:foreignschoolenrollment_fsa@ed.gov). This team will be your point of contact for getting any and all questions answered for you as expeditiously as possible.